



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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OPNAVINST 5450.342
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OPNAV INSTRUCTION 5450.342

From: Chief of Naval Operations

Subj: MISSION, FUNCTIONS, AND TASKS OF NAVAL HISTORY AND
HERITAGE COMMAND

Ref: (a) OPNAVINST 1000.16K
(b) OPNAVINST 5400.44
(c) OPNAVINST 5750.4D
(d) NHHCCINST 3120.3A

Encl: (1) Mission, Functions, and Tasks of the Naval History
and Heritage Command
(2) Naval History and Heritage Command Summary of
Mission, Functions, and Tasks

1. Purpose

a. To publish the mission, functions and tasks to be performed by the Naval History and Heritage Command (NAVHISTHERITAGECOM) in support of the mission established by references (a), (b), and (c).

b. To implement the Command Evaluation (CE) Program, per reference (d), for all NAVHISTHERITAGECOM operations and the United States Ship (USS) Constitution.

2. Cancellation. NAVHISTCENINST 5450.1D.

3. Mission. To collect, preserve, and make available the artifacts, documents, and art that best embody our naval history and heritage for present and future generations; advance and operationalize the knowledge of naval history and heritage through professional research, analysis, interpretation, products, and services; make naval history and heritage "come alive" for our Sailors and Marines to enhance readiness and esprit de corps; remind America of its need to maintain a strong Navy and Marine Corps to protect its citizens, their freedoms, and the nation's maritime commerce. Enclosures (1) and (2) apply.


4. Status and Command Relationships. An echelon 2 command, NAVHISTHERITAGECOM is a shore activity in an active status under the Director of NAVHISTHERITAGECOM and under the command of the Chief of Naval Operations (CNO):

Command: NAVHISTHERITAGECOM

<u>Echelon</u>	<u>Command</u>
1	CNO
2	NAVHISTHERITAGECOM

5. Action. In the accomplishment of the assigned mission, the Director of NAVHISTHERITAGECOM will ensure performance of the functions and tasks set forth in this instruction. The Director of NAVHISTHERITAGECOM shall advise CNO of any recommended modifications to the mission, functions, or tasks of NAVHISTHERITAGECOM.

6. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy Manual 5210.1 of November 2007.



J. M. BIRD
Vice Admiral, U.S. Navy
Director, Navy Staff

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**MISSION, FUNCTIONS, AND TASKS OF THE NAVAL HISTORY
AND HERITAGE COMMAND**

1. Terminology. Defined for the purposes of this instruction as follows:

a. Chief of Naval Operations (CNO). Navy's senior flag officer who takes precedence over all other officers in the naval service.

b. Naval History and Heritage Command (NAVHISTHERITAGECOM). An echelon 2 command, NAVHISTHERITAGECOM is responsible for the official history program of the United States Navy that includes historical research and publication, archives, libraries, research facilities, museums, art galleries, underwater archaeology, and the repair facility for the USS Constitution.

c. NAVHISTHERITAGECOM Area. Area encompassing NAVHISTHERITAGECOM naval shore activities and personnel ashore located at: NAVHISTHERITAGECOM Headquarters, Washington, D.C.; National Museum of the U.S. Navy, Washington D.C.; Navy Art Collection, Washington, D.C.; NAVHISTHERITAGECOM Detachment, Boston, Massachusetts; Great Lakes Naval Museum, Naval Station, Great Lakes, Illinois; Hampton Roads Naval Museum, Norfolk, Virginia; National Naval Aviation Museum, Pensacola, Florida; Naval Undersea Museum, Keyport, Washington; Naval War College Museum, Newport, Rhode Island; Puget Sound Navy Museum, Bremerton, Washington; Patuxent River Naval Air Museum, Patuxent River, Maryland; U.S. Navy Seabee Museum, Port Hueneme, California; Submarine Force Museum and Historic Ship Nautilus, Groton, Connecticut; U.S. Naval Academy Museum, Annapolis, Maryland.

d. Director of NAVHISTHERITAGECOM. Serves as principal advisor for Secretary of the Navy (SECNAV), CNO, Vice Chief of Naval Operations (VCNO), and Director, Navy Staff (DNS) on historical matters. Manages a CNO echelon 2 command of historical and heritage programs. Serves as the Curator of the Navy.

e. Headquarters, NAVHISTHERITAGECOM. Located at the Washington Navy Yard, the program managers and staff are tasked to provide services and support to activities throughout NAVHISTHERITAGECOM.

f. NAVHISTHERITAGECOM Mission. To collect, preserve, and make available the artifacts, records, and art that best embody our naval history and heritage for present and future generations; advance and operationalize the knowledge of naval history and heritage through professional research, analysis, interpretation, products, and services; make naval history and heritage "come alive" for our Sailors and Marines to enhance readiness and esprit de corps; remind America of its need to maintain a strong Navy and Marine Corps to protect its citizens, their freedoms, and the nation's maritime commerce.

g. Archives. Those record depositories under the supervision of NAVHISTHERITAGECOM that consists of operational and administrative records of SECNAV, fleet, major commands, and other organizations and individuals stored in paper, microform and electronic form.

h. Library. The Navy Department Library, co-located with NAVHISTHERITAGECOM, that holds a collection of books, journals, maps, charts, records, and other valuable items deemed important to the Navy for the purposes research, analysis, and writing about naval history and related topics as well as for the purpose of preserving important icons of the U.S. Navy's heritage.

i. NAVHISTHERITAGECOM Functions and Tasks

(1) History

(a) Archives. Adhering to professional standards, collect, preserve, catalog, and make available important records of the United States Navy for present and future generations of Navy leadership, fleet users, and the general public.

(b) Library. Adhering professional standards, collect, preserve, catalog, and make available important naval history and related books, journals, documentaries, and other

types of other knowledge products for present and future generations of Navy leadership, fleet users, and the general public.

(c) Histories: Chronicle the Navy Story. Provide official histories, to professional standards, of the strategic environment, fleet operations, and internal decision-making affecting Navy. Promotes and supports outside research of naval history.

(2) Heritage: Artifact and Art: Make Navy Heritage Accessible. Collect, conserve, store, and manage art and artifact collections to industry standards in perpetuity.

(3) Outreach

(a) Museums. Provide persistent Navy presence and pro-active engagement across America. Sustain fully accredited, "Smithsonian class" Navy museum network.

(b) Web Presence. Provide virtual Navy presence 24 hours, 7 days per week. Support access to Navy artifact, art, and archival collection through 21st century Web portal and social media.

(c) Commemorations: Make Navy "Come Alive." Coordinate participation and provide historical content for Navy commemorations of significant events in the nation's history.

2. Functions and Responsibilities

a. History, Archives, and Library Management

(1) Serves as the chief historical advisor to CNO, Office of the Chief of Naval Operations (OPNAV) staff, fleet commanders, and other operational Navy commanders.

(2) Conducts historical research and analysis, and provides a wide range of knowledge products on or related to naval history, including literature, reports, and multi-media presentations on both technical and historic subjects for policymakers and the American public.

(3) Manages and maintains the archive of ships, aviation, senior Navy commands and programmatic records per SECNAV Manual 5210.1 of November 2007 and other select records per the NAVHISTHERITAGECOM archive collection policy.

(4) Provides guidance, advice, and policy coordination to historical and archival offices maintained by other naval commands and organizations.

(5) Operates and manages the Navy Department Library and library materials to ensure effective systems, services, and economy of operations.

(6) Promotes the field of naval history by supporting outside research in naval history and related fields, developing career paths for naval historians, archivists, and librarians within the Department of the Navy (DON), and through grants, scholarships, and collaboration with other government and private institutions to promote the broader study of naval and maritime history.

(7) Prepares and publishes historical knowledge products using a variety of media including books, articles, chronologies, bibliographies, documentary histories, vignettes, audio-visual presentations, and other forms that are distributed through a range of channels including the Government Printing Office, retail outlets, museums, conferences, electronic publishing via NAVHISTHERITAGECOM's Web site, the U.S. Navy's Web site, and others.

b. Museums, Collections, Art, and Underwater Archaeology

(1) Collects, preserves, and interprets historic naval artifacts through exhibits and public programs that educate and inspire naval personnel and the general public.

(2) Manages, collects, preserves, protects, and controls Navy historic properties (except real property), art, and artifacts, including developing and implementing management policy and procedures for such property that is not in NAVHISTHERITAGECOM custody.

(3) Executes the responsibilities for the Curator of the Navy and ensures proper documentation, cataloging, accountability, and preservation of historical art, property, artifacts, and collections. Manages the Navy artifact loan program.

(4) Serves as principal custodian for the Curator of the Navy for the collection and management of the DON art collections. Manages the Navy art program and the Navy art loan program.

(5) Develops and administers exhibit programs, including collecting, selecting, and researching exhibit materials.

(6) Plans, designs, and fabricates exhibits and displays per established policies, methods, and techniques.

(7) Manages and oversees historical underwater archaeology, conservation projects, and activities that relate to the Curator of the Navy. Conducts compliance and permitting responsibilities related to cultural resources management and Sunken Military Craft Act compliance as defined in the appropriate directives.

c. Maintenance and Repair Operations (Boston Detachment)

(1) Provides expert architectural advice on all issues relating to the restoration, repair, and maintenance of the USS Constitution, including technical compliance and historical accuracy.

(2) Maintains, repairs, and renovates the USS Constitution to ensure satisfactory condition for presentation to the general public.

(3) Evaluates and analyzes the status of work in progress and coordinates all field-related ship repairs.

(4) Develops policies and procedures for preservation of the USS Constitution.

(5) Ensures that suitable industrial facilities and equipment are provided and maintained to accommodate mission requirements.

(6) Maintains a material control program for the disposition of materials removed from the USS Constitution.

(7) Coordinates with Commanding Officer, USS Constitution for fiscal matters to include budgeting requirements and operating target funding.

d. Integration and Outreach

(1) Develops, coordinates, and implements a strategic communications plan for NAVHISTHERITAGECOM enterprise.

(2) Develops and implements public relations, public affairs, and enterprise marketing programs as part of the strategic communications plan

(3) Develops and supports a network of educational institutions, military organizations, and civic groups to increase public awareness and publicize NAVHISTHERITAGECOM public exhibits, services, and offerings through the establishment of formal and informal relationships; and uses this network to collaborate on projects, conferences, seminars, job fairs, and other activities that promote and support the study and use of naval history and related topics within and outside of the Navy.

(4) Hosts NAVHISTHERITAGECOM's Web site as the portal for naval history for both public and secure access to a range of knowledge products, archival records, and library materials. The website also functions as a virtual entry point for the artifacts and displays of the National Museum of the U.S. Navy and its affiliated museum network.

(5) Guides and operates the social media activities of NAVHISTHERITAGECOM enterprise; and works, in conjunction with public relations, public affairs and marketing programs to leverage the power of social media to promote all of the assets and knowledge products of the command.

(6) Develops, coordinates, and implements guest lectures, conferences, tours, and educational programs in conjunction with other divisions within the NAVHISTHERITAGECOM enterprise.

e. Commemorations

(1) Serves as lead agent and subject matter expert (SME) for all U.S. Navy commemorations, events and activities as directed in OPNAVINST 5726.8 and by the Director, NAVHISTHERITAGECOM.

(2) Plans, develops and undertakes initiatives that enable NAVHISTHERITAGECOM to implement a comprehensive outreach program, including publicizing events and commemorations and producing quality publications for civilian and military distribution.

(3) Conceptualizes, plans, coordinates and executes all logistics planned by the Navy Office of Commemorations, including coordination with appropriate individuals to facilitate site, ship movement, port services, transportation, personnel, security, and procurement and equipment arrangements.

(4) Coordinates with foreign attaches and foreign navies for numerous commemorative events and works closely with United States Fleet Forces Command (USFLTFORCOM) and Commander, Pacific Fleet (COMPACFLT) on scheduling both national and international fleet exercises.

(5) Conceptualizes, plans, coordinates and executes a comprehensive protocol program, including coordination of all protocol aspects of foreign dignitary visits and national and international ceremonies hosted by DON.

(6) Develops, coordinates and implements comprehensive strategic security plans for all commemoration events to ensure dignitary protection and compliance with applicable regulations.

(7) Develops and implements strategic communication plans to support commemoration ceremonies and events.

f. Operations

(1) Develops and implements human capital strategies and programs to ensure optimization of human resources.

(2) Promotes and supports all aspects of the Equal Employment Opportunity Program.

(3) Administers, manages, and maintains the Drug-Free Workplace Program (DFWP) for civilian employees and the Drug and Alcohol Program for military personnel.

(4) Interprets and applies the Uniform Code of Military Justice, the Manual of Courts-Martial, and other military laws and regulations.

(5) Provides and administers a CE program, as established in reference (d), to ensure independent and objective evaluations of all facets of NAVHISTHERITAGECOM operations, including the USS Constitution and the NAVHISTHERITAGECOM Detachment, Boston.

(6) Effectively controls financial operations by the use of sound principles in the areas of budgeting, accounting, auditing, statistical reporting, programming and planning for resource requirements.

(7) Administers and maintains management control programs in the areas of NAVHISTHERITAGECOM accounting, administrative, and operating programs, to include administrative and financial support to the USS Constitution.

(8) Procures and maintains information management systems and information technologies necessary to perform all command missions following applicable Department of Defense (DoD) and DON guidance and requirements.

(9) Ensures compliance with applicable environmental, occupational health, and safety laws and regulations.

(10) Coordinates and implements all aspects of physical and personnel security programs.

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(11) Provides administrative services in the areas of payroll, travel, training, and related services.

(12) Responds to Freedom of Information Act (FOIA) requests and congressional and public inquiries.

(13) Provides command inspector general services.

(14) Coordinates with NAVHISTHERITAGECOM staff and Naval Supply Systems Command global logistics support, or other contracting services, in the development of all contracts and contractor support.

**NAVAL HISTORY AND HERITAGE COMMAND
SUMMARY OF MISSION, FUNCTIONS, AND TASKS**

MISSION	Collect, preserve, protect, and make available the artifacts, documents, and art that best embody our naval history and heritage for present and future generations. Advance the knowledge of naval history and heritage through professional research, analysis, interpretation, products, and services. Make naval history and heritage "come alive" for our Sailors and Marines to enhance readiness and esprit de corps. Remind America of its need to maintain a strong Navy and Marine Corps to protect its citizens, their freedoms, and the nation's maritime commerce.				
FUNCTIONS	History, Archives, Library and Publications Management	Museums, Collections, Art, and Underwater Archaeology	Maintenance and Repair Operations (Boston Detachment)	Integration and Outreach	Commemorations
FUNCTIONAL RESPONSIBILITIES	Serves as the chief historical advisor to CNO, OPNAV staff, fleet commanders, and other operational Navy commanders.	Collects, preserves, and interprets historical naval artifacts through exhibits and public programs that educate and inspire naval personnel and the general public.	Provides expert architectural advice on all issues relating to the restoration, repair, and maintenance of the USS Constitution, including technical compliance and historical accuracy.	Develops, coordinates, and implements a strategic communications plan for NAVHISTHERITAGECOM enterprise.	Serves as lead agent and SME for all U.S. Navy commemorations, events and activities as directed in OPNAVINST 5726.8 and the Director, NAVHISTHERITAGECOM.
	Conducts historical research and analysis, and provides a wide range of knowledge products on or related to naval history, including literature, reports, and multi-media presentations on both technical and historic subjects for policymakers and the American public.	Manages, collects, preserves, protects, and controls Navy historic properties (except real property), art, and artifacts, including developing and implementing management and policy and procedures for such property that is not in NAVHISTHERITAGECOM custody.	Maintains, repairs, and renovates the USS Constitution to ensure satisfactory material condition for presentation to the general public.	Develops and implements public relations, public affairs, and enterprise marketing programs as part of the strategic communications plan.	Plans, develops and under-takes initiatives that enable NAVHISTHERITAGECOM to implement a comprehensive publications and outreach program, including publicizing events and commemorations and producing quality material for civilian and military distribution.

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FUNCTIONS	History, Archives, Library and Publications Management	Museums, Collections, Art, and Underwater Archaeology	Maintenance and Repair Operations (Boston Detachment)	Integration and Outreach	Commemorations
FUNCTIONAL RESPONSIBILITIES	Manages and maintains the archive of ships, aviation, senior Navy commands and programmatic records per SECNAV Manual 5210.1 of November 2007 and other select records per the NAVHISTHERITAGECOM archive collection policy.	Executes the responsibilities for Curator of the Navy and ensures proper documentation, cataloging, accountability, and preservation of historical art, property, artifacts, and collections. Manages the Navy artifact loan program.	Evaluates and analyzes the status of work in progress and coordinates all field-related ship repairs.	Develops and supports a network of educational institutions, military organizations, and civic groups to increase public awareness and publicize NAVHISTHERITAGECOM public exhibits, services, and offerings through the establishment of formal and informal relationships. Uses this network to collaborate on projects, conferences, seminars, job fairs, and other activities that promote and support the study and use of naval history and related topics within and outside of the Navy.	Conceptualizes, plans, coordinates and executes all logistics planned by the Navy Office of Commemorations, including coordination with appropriate individuals to facilitate site, ship movement, port services, transportation, personnel, security, and procurement and equipment arrangements.
	Provides guidance, advice, and policy coordination to historical and archival offices maintained by other naval commands and organizations.	Serves as principal custodian of the Navy's for the collection and management of DON art collections. Manages the Navy art program and the Navy art loan program.	Develops policies and procedures for preservation of the USS Constitution.	Hosts NAVHISTHERITAGECOM's Web site as the portal for naval history for both public and secure access to a range of knowledge products, archival records, and library materials. The Web site also functions as a virtual entry point for the artifacts and displays of the National Museum of the U.S. Navy and its affiliated museum network.	Coordinates with foreign attaches and foreign navies for numerous commemorative events and works closely with USFLTFORCOM and COMPACFLT on scheduling both national and international fleet exercises.

FUNCTIONS	History, Archives, Library and Publications Management	Museums, Collections, Art, and Underwater Archaeology	Maintenance and Repair Operations (Boston Detachment)	Integration and Outreach	Commemorations
FUNCTIONAL RESPONSIBILITIES	Operates and manages the Navy Department Library and library materials to ensure effective systems, services, and economy of operations.	Develops and administers exhibit programs, including collecting, selecting, and researching exhibit materials.	Ensures that suitable industrial facilities and equipment are provided and maintained to accommodate mission requirements.	Guides and operates the social media activities of NAVHISTHERITAGECOM enterprise. Works, in conjunction with public relations, public affairs and marketing programs to leverage the power of social media to promote all of the assets and knowledge products of the command.	Conceptualizes, plans, coordinates and executes a comprehensive protocol program, including coordination of all protocol aspects of foreign dignitary visits and national and international ceremonies hosted by DON.
	Promotes the field of naval history by supporting outside research in naval history and related fields, developing career paths for naval historians, archivists, and librarians within the DON, and through grants, scholarships, and collaboration with other government and private institutions to promote the broader study of naval and maritime history.			Develops, coordinates, and implements guest lectures, conferences, tours, and educational programs in conjunction with other divisions within the NAVHISTHERITAGECOM enterprise.	

	Prepares and publishes historical knowledge products using a variety of media including books, articles, chronologies, bibliographies, documentary histories, vignettes, audio-visual presentations, and other forms that are distributed through a range of channels including the Government Printing Office, retail outlets, museums, conferences, electronic publishing via NAVHISTHERITAGECOM's Web site, the U.S. Navy's Web site and others.	Plans, designs, and fabricates exhibits and displays following established policies, methods, and techniques.	Maintains a material control program for the disposition of materials removed from the USS Constitution.		Develops, coordinates and implements comprehensive strategic security plans for all commemoration events to ensure dignitary protection and compliance with applicable regulations.
		Manages and oversees historical underwater archaeology, conservation projects, and activities that relate to the Curator of the Navy.			Develops and implements strategic communication plans to support commemoration ceremonies and events.

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TASKS	Develops and implements human capital strategies and programs to ensure optimization of human resources.
	Promotes and supports all aspects of the Equal Employment Opportunity Program.
	Administers, manages, and maintains the DFWP for civilian employees and the Drug and Alcohol Program for military personnel.
	Interprets and applies Uniform Code of Military Justice, the Manual of Courts-Martial, and other military laws and regulations.
	Provides and administers a CE program for independent and objective evaluations of all facets of NAVHISTHERITAGECOM operations, including the USS Constitution and the Boston Detachment.
	Effectively controls financial operations by the use of sound principles in the areas of budgeting, accounting, auditing, statistical reporting, and programming and planning for resource requirements.
	Administers and maintains management control programs in the areas of NAVHISTHERITAGECOM accounting, administrative, and operating programs.
	Procures and maintains information management systems and information technologies necessary to perform all command missions following applicable DoD and DON guidance and requirements.
	Ensures compliance with applicable environmental, occupational health, and safety laws and regulations.
	Coordinates and implements all aspects of physical and personnel security programs.
	Provides administrative services in the areas of payroll, travel, training, and related services.
	Responds to FOIA requests and congressional and public inquiries.
	Provides command inspector general services.
	Coordinates with NAVHISTHERITAGECOM staff and FISC, or other contracting services, in the development of all contracts and contractor support.